

Wisconsin Department of Regulation & Licensing

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EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS, PROFESSIONAL ENGINEERS, DESIGNERS AND LAND SURVEYORS

LANDSCAPE ARCHITECT SECTION

INSTRUCTION PACKET TO REGISTER FOR LANDSCAPE ARCHITECT EXAMINATION

I. APPLICATION PROCEDURE FOR CANDIDATES:

The process and schedule for the Landscape Architect Registration Examination (L.A.R.E.) has changed. The multiple-choice sections (Sections A, B, and D) of the L.A.R.E. will be administered by CLARB using a computer-based, test administration system. There are no changes to the content, format or scoring of these sections. Sections A, B, and D will no longer be available in pencil-and-paper format. The graphic sections (Sections C and E) will be administered in a pencil-and-paper format by the Department of Regulation and Licensing.

ALL NEW APPLICANTS (those applying for the L.A.R.E. for the first time in Wisconsin) must submit the following materials to the Department of Regulation and Licensing to determine eligibility for the exam:

- a) Eligibility Application for Examination (form #2187)
- b) Official transcripts showing courses taken and degrees received. **Unofficial copies of transcripts are not acceptable.**
- c) Experience Record (form #463)
- d) Experience Timeline (form #1995)
- e) Five Landscape Architect Applicant Appraisal Forms (form #2089)
- f) \$53 credential fee
- g) \$314 examination fee for Section C or Section E (\$628 if taking both sections)

The completed Eligibility Application for Examination (form #2187) and all supporting documents must be mailed to the Department of Regulation and Licensing at least 90 days prior to the examination date. Applications hand delivered or mailed by special courier must be addressed to the department's street address: 1400 E. Washington Avenue, Madison, WI 53703.

II. FILING RETAKE APPLICATION WITH DEPARTMENT OF REGULATION AND LICENSING:

All applicants wishing to retake Section C or E must submit a completed Retake Application for Landscape Architect Examination (Form #2701) and examination fees to the Department of Regulation and Licensing each time you wish to take the exam. You may download the application at <http://drl.wi.gov> or call (608) 266-2112 to request the application.

III. FILING SCHEDULING APPLICATION WITH CLARB

All applicants (new and retakes) wishing to take Sections A, B and D must register directly with CLARB using CLARB's online registration system at www.clarb.org. Each candidate must have a valid email address to be used as the user name and will be asked to create a unique password. Upon completion of the registration process, the candidate will be instructed on how to make a reservation at a test center. Candidates must also submit all application documents as specified on page 1.

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Registration for the C/L.A.R.E. (Sections A, B and D) will begin 90 days prior to the examination and will close two weeks prior to the examination. Reservations at a test center must be made no later than the Friday before the examination begins. Candidates are strongly advised to make a reservation at a test center as soon as possible as appointments will be given on a first come, first served basis. Exam scores will be reported directly to the candidate by CLARB. Candidates must request CLARB to transfer passing scores to the Department of Regulation and Licensing by signing the Authorization to Release Scores which will be sent to the candidate from CLARB.

IV. EXAMINATION DATES AND FILING DEADLINES

The examinations are scheduled as follows. The deadline date to submit the Eligibility Application for Examination (form #2187), the Retake Application for Landscape Architect Examination (form #2701) or to register with CLARB is at least 90 days prior to the scheduled examination.

Graphic Sections administered by Department of Regulation and Licensing

June 12, 2006	Section C
June 13, 2006	Section E
December 4, 2006	Section C
December 5, 2006	Section E

Multiple-choice Sections administered by CLARB

April 4, 2006	Section A and B
April 5, 2006	Section D
October 3, 2006	Section A and B
October 4, 2006	Section D

V. REQUIREMENTS

The requirements for entrance to the examination are stated in sec. A-E 9.05, Wis. Admin. Code. Eligibility for examination does not imply eligibility for a credential (license). Candidates must meet the minimum entrance requirements outlined in the Wisconsin Administrative Code by the filing deadline.

To be eligible to take the examination, candidates will be required to have one of the following:

- 1) A bachelor's or master's degree in landscape architecture from a curriculum approved by the examining board and have at least 2 years of practical experience in landscape architecture of a character satisfactory to the examining board qualifying under sec. 443.035(1)(a), Stats.; or,
- 2) A specific record of at least 7 years of training and experience in the practice of landscape architecture including at least 2 years of courses in landscape architecture approved by the examining board, and 4 years of practical experience in landscape architecture of a character satisfactory to the examining board qualifying under sec. 443.035(1)(b), Stats.

NOTE: Chapter A-E 9 of the Wisconsin Administrative Code can be found on the web at <http://www.legis.state.wi.us/rsb/code/a-e/a-e009.pdf> and <http://www.legis.state.wi.us/statutes/99Stat0443.pdf>

Official transcripts for courses and degrees claimed in qualifying for the examination are required. Transcripts must be forwarded directly by the college to you. If you attended more than one school and transfer credits appear on the transcript from the school where the degree was received, it is not necessary to provide a transcript from the first school(s). **Unofficial copies of transcripts are not acceptable.**

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If the degree is from an international educational institution, you must provide an official detailed educational evaluation by a credential evaluation service which shows if the degree is equivalent to a bachelor's or master's degree in landscape architecture. An approved list of credential evaluation services is available at www.naces.org/members.htm. The official transcript must also be submitted to the Landscape Architect Section.

An **Experience Record** (Form #463) and **Experience Timeline** (Form #1995) must be completed to verify that you have accomplished the qualifying landscape architectural experience. Please refer to the sec. A-E 9.03, Wis. Admin. Code.

Appraisal Forms - Provide replies from 5 references, three of whom must have personal knowledge of your experience in landscape architecture and be engaged in the practice of landscape architecture or in the practice of an allied profession. It is required that 1 reference be registered in the profession. Family members can act as supplemental references in support of an application, but not as one of the five required responses. Type or print your name in the box at the top of each form prior to distribution. Each reference must complete Form #2089, **Landscape Architect Applicant Appraisal Form** and return it to you so you can submit all 5 references with your application.

Note: Once eligibility has been established to take the examination, an eligibility application does not need to be resubmitted to the Department.

VI. **EDUCATION**

Please select the two digit code School Code for the school that you attended from the list. Print the code on the Eligibility Application for Examination (Form #2187), under Education.

<u>CODE</u>	<u>SCHOOL</u>	<u>CODE</u>	<u>SCHOOL</u>
01	University of Arizona	28	Mississippi State University
02	University of Arkansas	29	Morgan State University
03	Auburn University	30	North Carolina A&T State University
04	Ball State University	31	North Carolina State University
05	California Polytechnic State University, San Luis Obispo	32	North Dakota State University
06	California Polytechnic State University, Pomona	33	Ohio State University
07	University of California at Berkeley	34	Oklahoma State University
08	University of California at Davis	35	University of Oregon
09	City College of New York	36	University of Pennsylvania
10	Colorado State University	37	Pennsylvania State University
11	University of Colorado at Denver	38	Purdue University
12	Cornell University	39	University of Rhode Island
13	University of Florida	40	Rhode Island School of Design
14	Florida International University	41	Rutgers-The State University of
15	University of Georgia	42	State University of New York
16	University of Guelph	43	Temple University
17	Harvard University	44	Texas A&M University
18	University of Idaho	45	Texas Tech University
19	University of Illinois, Urbana	46	University of Toronto
20	Kansas State University	47	Utah State University
21	University of Kentucky	48	Virginia Polytechnic Institute & State University
22	Louisiana State University	49	University of Virginia
23	University of Massachusetts	50	Washington State University
24	Michigan State University	51	University of Washington
25	University of Michigan	52	West Virginia University
26	University of Minnesota	53	University of Wisconsin
27		54	Other school not listed

Select the two digit code for the highest degree obtained. Print the code on the Eligibility Application for Examination (Form #2187), under Education.

- 01 - No degree received
- 02 - Associate
- 03 - Bachelor's
- 04 - Master's
- 05 - Doctorate

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VII. ADMISSION CARDS FOR SECTION C OR E

For applicants taking Section C or Section E, an admission card will be mailed to each candidate approved for the examination about 2 weeks prior to the exam date. The admission card will include the time, date and location of the examination in addition to the section for which the candidate is scheduled. If any information is incorrect call the Department of Regulation and Licensing at 608-266-2852.

You must bring your admission card and an official signed identification to the examination. An acceptable identification is a driver's license, state of Wisconsin identification card, passport or immigration card.

VIII. RECORD RETENTION

Passing examination grades of credentialed candidates are retained indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examiner evaluation documents are retained one year after the examination date. Records of specific examination content (examination file copies) are retained five years.

IX. NAME CHANGE

Any applicant scheduled for the examination who changes his or her name or address should notify the Department of Regulation and Licensing and CLARB.

X. EXAMINATION RESULTS FOR SECTIONS C AND E

Candidates will be notified of their examination results by mail approximately 12 weeks after the examination date.

XI. EXAMINATION REVIEW

Candidates who failed the examination may attend a review session to review the examination. Candidates are permitted only one review of each failed examination. Review sessions are held on specific dates. Additional information on the review session will be provided with notification of receipt of a failing score.

XII. EVALUATIONS AND FAIRNESS

The content and process of this examination and candidate performance statistics are regularly evaluated by the Department of Regulation and Licensing and the Landscape Architect Section to assure that this examination fairly and effectively assesses competencies necessary to practice as a Landscape Architect.